

## STUDENT HANDOUT 1

### Student Evaluation Plan

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<b>Overview</b>	<p>This student evaluation plan contains the information pertaining to PLDC content and training support package evaluation criteria. It lists the course's graduation requirements that students must meet in order to graduate from PLDC.</p>
<b>Student Responsibilities</b>	<p>As a student you must strive to--</p> <ul style="list-style-type: none"><li>• Conduct yourself in a professional manner at all times.</li><li>• Be at your appointed place of duty at the appointed time.</li><li>• Perform all work on your own, unless otherwise instructed.</li><li>• Meet or exceed course graduation requirements.</li><li>• Recognize your shortcomings and request assistance as needed.</li><li>• Avoid actions that are prejudicial to others in the class.</li><li>• Continuously progress academically.</li><li>• Demonstrate motivation and a positive attitude.</li><li>• Be personally responsible.</li></ul> <p>(REF: AR 350-1, para 3-18)</p>
<b>Course Structure</b>	<p>PLDC is a non-MOS specific course, taught in an NCO Academy in a live-in environment atmosphere (within local constraints), using classroom instruction with practical application, followed by hands-on performance-oriented training that culminates in an extensive situational training exercise (STX). Small group leaders (SGLs) will assess your leadership potential and evaluate your ability to apply the lessons learned in the course while leading soldiers in a garrison and tactical environment.</p>
<b>Course Length</b>	<p>The active component PLDC is a 4-week, 2-day course, culminating with a 30 hour STX.</p>

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**Course Pre-requisites**

1. Soldiers attending PLDC must fall into the following priorities:
  - a. Priority One: Sergeants that are non-PLDC graduates. The soldiers may or may not have a PLDC waiver.
  - b. Priority Two: SPC/CPL promotable. Prioritize these soldiers in this category as follows?
    - (1) SPC/CPL (P) who has met cut off score.
    - (2) SPC/CPL (P) in MOSs which would have had additional promotions if more promotable SPC/CPLs had been available and identified as “Star MOS” by monthly PERSCOM Promotion Cut-Off Memorandums.
    - (3) SPC/CPL (P) in other MOSs serving in an authorized NCO position based on the highest number of promotion points.
    - (4) All other SPC/CPL (P) on a recommended list based on the highest number of promotion points.
  - c. Priority Three: SPC/CPL in leadership positions. In order to fill all PLDC training seats, non-promotable SPCs w/demonstrated leadership potential may attend PLDC only when the commands exhaust all other higher OML categories.
2. Students must--
  - a. Meet height and weight standards.
  - b. Be eligible for reenlistment and recommended by their commander.
  - c. Have six months time in service (TIS) remaining upon graduation.
  - d. Have no convictions of a misdemeanor crime of domestic violence (Lautenberg Amendment).
  - e. If age 40 or over, have completed a periodic physical exam within the last five years. The Pre-execution checklist in Part II, operator license block, must contain “**curr Phy:** and **YYMMDD.**” Soldiers will no longer hand carry a copy of the physical.

(REF: AR 40-501, Chap 8, para 8-25; AR 350-1, Chap 3, para 3-7; AR 635-200, para 5-14, and TR 350-10, Chap 2, para 2-6, MSG DASG-HS-AS, 30 November 2000)

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**Enrollment Requirements**

1. Soldiers reporting for training must have in their possession a completed and properly signed pre-execution checklist. If a soldier reports for training without a checklist signed by himself and his commander, he has 72 hours from the report date to provide the checklist with appropriate attachments. NCOAs will return soldiers to their units who fail to provide the checklist
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**Enrollment  
Requirements,**  
continued

within this time frame. The unit commander's signature on the pre-execution checklist certifies that the soldier meets routine course prerequisites.

2. A permanent designator of "3" or "4" must include a copy of DA Form 3349 and the results of the soldier's military medical review board (MMRB) as part of course application. Soldiers who have been before an MMRB, or similar board, and awarded medical limitations and allowed to retain their occupational classification, may attend PLDC and train within the limitations of their profile--provided they can otherwise meet course prerequisites and graduation requirements.

3. NCOAs will deny enrollment to soldiers who hold a temporary profile except for shaving or nonperformance profiles. Soldiers diagnosed as pregnant after enrollment may continue training, **provided** the attending physician determines the soldier may continue. Pregnant soldiers must provide a copy of the attending physician's recommendation. A soldier medically dismissed for pregnancy after enrollment may return to the course when the condition that led to the medical dismissal no longer exists.

4. For students with permanent profiles, their profile must include an aerobic event. Soldiers with permanent profiles that permit an alternate APFT event must also meet course graduation requirements. For P3/P4 profiles, the profiling doctor and the approving authority doctor must sign the profile. The commander need not have signed the profile unless he disagrees with the profile. The profiling doctor is the only signature required for P2 profiles.

5. NCOAs will deny enrollment to soldiers failing to meet any one of the above prerequisites. Commandants may not supplement these mandatory prerequisites requirements.

(REF: AR 350-1, Chap 3, para 3-7; AR 614-200; AR 635-200, para 5-14; TRADOC Reg 350-10, Chap 2, para 2-6, and DA MSG, R 251850Z JUL 01, DA WASHINGTON DC//DAMO-TR. SUBJECT: Clarification and Reinforcement of Army Training Policies)

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**Course  
Graduation  
Requirements**

1. To achieve course graduation requirements, you must score 70 percent or higher on the following examinations/evaluations--

- a. Written Examinations I, II, III.
  - b. Army Physical Fitness Test (APFT). (IAW FM 21-20w/C1)
  - c. Physical Fitness Training (train the trainer) Evaluation).
  - d. Drill and Ceremonies Evaluation.
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**Course  
Graduation  
Requirements,  
continued**

- e. Individual Training Evaluation.
- f. Land Navigation Evaluation.
- g. Two demonstrated leadership evaluations (garrison and tactical environments).

2. You will take the APFT within 72 hours of enrollment. If you fail the initial APFT, you will take one retest in 7 to 14 days of the initial APFT. If you fail the retest, it is a mandatory dismissal from the course for failure to meet APFT standards.

(REF: DA MSG, R 251850Z JUL 01)

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**Physical  
Requirements**

1. Students must be able to meet the following physical requirements during the course:
    - a. Pass the APFT.
    - b. Negotiate rough terrain under varying climatic conditions.
    - c. Conduct, demonstrate, and lead drill and ceremonies.
    - d. Conduct, demonstrate, and lead physical fitness training.
    - e. Walk a minimum of 3200 meters with load carrying equipment (LCE) in a minimum of three hours.
    - f. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
    - g. Carry a 50 pound combat load containing mission essential equipment.
    - h. Occasionally lift and carry fuel, water, ammo, MREs, or sandbags.
    - i. Low crawl, high crawl, and rush for three to five seconds.
    - j. Move over, through, and around obstacles.
    - k. Carry and fire individually assigned weapon IAW applicable regulatory guidance.
    - l. Don Mission-Oriented Protective Posture (MOPP) gear.
  2. Commandants may not supplement these course graduation requirements.
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**Retest  
Procedures**

1. If you fail any initial examination/performance evaluation, you will receive remedial training and one retest of the appropriate test.
2. Should you fail the initial APFT, you will receive remedial training and one retest within seven to fourteen days.
3. NCOAs will annotate your retest scores in your student course records along with counseling and remediation documentation. However, if you require and pass a retest, you will receive the minimum passing score for that event, and you will not be able to compete for class honors consideration.
4. If you receive two failing scores (one initial test and one retest) on any single exam/performance evaluation, the commandant must dismiss you from the course.
5. Due to the strict regimen of the course's conduct of training, commandants must dismiss you if you fail a second retest, after a successful appeal.

(REF: TR 350-10, Chap 2, para 2-9a and b)

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**Student  
Dismissal**

To protect students from unfair or illegal practices, commandants--through precise proceedings--must determine whether or not to dismiss students whose--

- Personal conduct is such that their continuation in the course is not appropriate.
- Academic progress, demonstrated motivation, attitude, or conduct is prejudicial to others in the class.
- Actions make it extremely unlikely they can successfully meet the standards for course graduation.

(REF: AR 350-1, para 3-18)

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**Exam Reference  
Material**

1. All examinations are open book and will require you to apply knowledge to solve problems in an environment that simulates your duty position.
  2. The test examiner will allow you to use any reference material available to you during the exam, for example: computers with publications stored, student handouts, publications issued for the course, personal notes, and calculators. These are subject to the following restrictions (Items a and b are at the commandants discretion):
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**Exam Reference  
Materiel,**  
continued

- a. You must not damage recoverable publications. This means that students will **not** TAB, fold, crease, highlight, or write on pages of **recoverable** publications. You may, however, tab recoverable reference material with a nonpermanent adhesive tab, such as a Post-it or other means that will not mark or damage the publication.
  - b. You may highlight and make marginal notes only on **non-recoverable** reference material.
  - c. You may **not** have cell phones, or beepers in your possession while testing.
  - d. You may use computers issued by the NCOA that has references stored on the computer. Computers may not have the ability to communicate with other student computers.
3. All the material you use during the examination must be your own or material the NCOA issued for your use and not any material written by another student.
  4. The intent is to ensure that you know the lesson material and how to research to find the correct answer.
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**Challenging  
Training**

You may not take any test or any part of a test as a graded pretest to meet course graduation requirements. SGLs will conduct all training prior to testing.

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**Student  
Developmental  
Counseling  
Requirements**

1. Developmental counseling is a means of assisting and developing students and subordinates. Your SGL will counsel you in regards to--
    - a. Negative and positive performance.
    - b. Working as a team member
    - c. How well or how poorly you are performing.
    - d. Attaining required standards.
    - e. Setting personal and professional goals.
    - f. Resolving personal problems.
    - g. Conducting self-assessments.
  2. Feedback is essential for you to know how you are performing and where you stand in the course. All counseling must explain your progress to date. Small group leaders will conduct the following counseling as a minimum:
    - a. Initial counseling using reception and integration counseling. This counseling should determine whether or not you have any personal problems or outside distracters that would interfere with your
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**Student  
Developmental  
Counseling  
Requirements,  
continued**

completing the course. This session must include the statement “I will not acquire or provide inappropriate assistance before or during any test except as instructed (i.e., group activities) and will report any such inappropriate assistance before, during, or after the test administration.” This eliminates the DA Form 5286 requirement.

**b. After any test/retest failure.**

**c. Midcourse** developmental counseling-progress to date.

**d. Comprehensive end-of-course counseling.**

3. The SGL will use the results of the developmental counseling process to determine ratings for your AER and course academic records and reports.

4. This CMP does not limit SGLs to the general indicators in FM 22-100, App B, but SGLs should be precise, objective, and fair in the developmental counseling process.

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(REF: TR 350-10, Chap 2, para 2-7g, TR 350-18, Chap 3, para 3-29, and FM 22-100, App B and App C)

**NOTE:** Counseling records play a major role in the event of favorable or unfavorable administrative personnel actions.

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**Student  
Recognition**

1. All students who meet course completion criteria receive a training proponent diploma. Diplomas must contain, as a minimum: your full name, rank, complete course title, course identification number, beginning and completion dates of the course, and number of class hours.

2. Commandants will recognize the following graduates in support of AR 600-8-19, Chap 3, para 3.50c that awards promotion points for--

- a. Distinguished honor graduate. (15 promotion points).
- b. Distinguished leadership award. (10 promotion points).
- c. Commandant's list. (5 promotion points).

(REF: TR 350-18, Chap 3, para 3-3 and 3-30 and TR 350-10, Chap 2, para 2-7g(5) and para 2-16d)

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**End of Course  
Critique**

You must complete and submit an end-of-course critique questionnaire for the course. The SGL will ensure you accomplish this as close as possible to the end of the course. Commandants **will not** require you to provide any identification data on the critique form.

(REF: Course Management Plan (CMP) Chap 2, p 2-7)

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**Training  
Support  
Package TSP)  
Synopsis**

The following tables provide a brief synopsis of the Training Support Package (TSP)--

<b>TSP NO./ TITLE</b>	<b>TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS</b>
A201, Inprocessing/ APFT/ Weigh-in	Students receive advance sheets, required publications, administrative processing, and height and weight evaluation. Students must take the initial Army Physical Fitness Test (APFT) within the first 72 hours of enrollment as a graduation requirement. Allow one retest 7 to 14 days after enrollment of initial APFT.
A202, Outprocessing	Time allocated for the purpose of outprocessing students at the conclusion of PLDC.
A204, Graduation	Time allocated for the purpose of conducting a formal graduation of students, where the commandant and cadre can present students with honors and diplomas.
L221, Introduction to Army Leadership	During this lesson students will learn some basic information concerning Army leadership and the leadership framework--its construction--and the definition of leadership. The student will learn the three levels of leadership and will be able to describe the terms "Leaders of Leaders" and "Subordinates."
L222, What a Leader Must Be, Know, Do	Students will learn what they must Be, Know, Do to be an effective NCO. The primary focus of this lesson is to enhance the students' knowledge of these characteristics. The lesson will also show the students how embracing these characteristics, in their approach to leadership, reinforces their role as leaders.
L223, The Human Dimension Role in Leader Development	In this lesson, students will learn the scope of importance that the human dimension role has on leadership. They will identify the three major elements in the makeup and success of the soldier, team, and institution. They will learn of the various causes of stress and how climate and culture dictates the environment in which they lead. Students will learn that there are five leadership styles available to them to use based on the situation, mission, and their subordinates. Finally, they will learn that all of their actions and decisions will have intended and unintended consequences.
L224, The Four Direct Leadership Skills	Students will learn the interpersonal, conceptual, technical, and tactical skills that the leader must KNOW to effectively lead a squad of soldiers. First they will learn how communicating, supervising, and counseling are key interpersonal skills. They will learn the four conceptual skills--critical reasoning, creative thinking, ethical reasoning, and reflective thinking--to ensure that they think their decisions through and they make the best possible decisions. Students will learn the importance of technical expertise in knowing and operating equipment so as to train their subordinates in its use, to include new equipment. Finally, students will learn the two areas--doctrine and field craft--that a leader must KNOW to lead a squad of soldiers in peace and war.



TSP NO./ TITLE	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS
L225, The Three Direct Leadership Actions	Students will learn the three leadership actions that direct leaders must perform to effectively lead a squad. They will also learn many categories (actions) that make up influencing, operating, and improving.
L226, Maintain Discipline	This lesson provides information to students concerning their role in assisting the commander in maintaining unit discipline. It provides options available to the NCO support channel and the chain of command to enforce unit discipline. Students will learn the differences between discipline and self-discipline, types of military authority, individual and command responsibility, and NCO responsibilities and associated duties; they will identify command relationships desired among officers, NCOs, and their subordinates. This lesson also covers the Army Homosexual Conduct Policy.
L227, Enforce the Equal Opportunity Program	This lesson will refresh the students awareness of the Army's Equal Opportunity (EO)/Equal Employment Opportunity (EEO) programs and provide training in the prevention of sexual harassment. Students will learn their responsibilities in enforcing EO/EEO behavior patterns, the complaint process, and methods to resolve problems.
L228, Conduct Developmental Counseling	Students will learn the fundamentals and techniques of developmental counseling. They will prepare for and conduct a subordinate-centered counseling session producing a plan of action that focuses the subordinate on individual and unit goal accomplishment.
L229, Supervise the Implementation of Financial Readiness Actions	Students will learn from this lesson information that will help them enhance the financial readiness in their units. They will learn the different support agencies that assist soldiers and their families, various military pay entitlements and allowances, the meaning of the block in the leave and earnings statement and the net pay advice statement, and the procedures for setting up bank accounts and resolving pay complaints.
L230 The Army Writing Style	This lesson introduces the student to the Army writing style. The student will learn that effective Army writing transmits a clear message in a single rapid reading and is generally free of errors in grammar, mechanics, and usage
L231, Commandant's Orientation	The commandant welcomes the new students and provides them an orientation and briefing on the local SOP. His welcome includes a safety briefing and standards of conduct expected while attending the course, and it introduces the staff and faculty. He also explains PLDC graduation requirements, NCOA standards, and local command policies. (Developed by local academy commandant.) NOTE: This TSP is 9 hours. Use the hours for the commandants's orientation, community events, guest speakers, etc. Only show the hours actually used on the training schedule.

<b>TSP NO./ TITLE</b>	<b>TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS</b>
L232, Introduction to PLDC	SGLs will provide the students an overview of the Primary Leadership Development Course and explain the objectives and course standards. They also discuss the course's content, explain the small group process, and cover study requirements and techniques.
L233, ID the Historical Evolution and Significant Contributions of the NCO	This lesson teaches the student the historical progression and significant contributions that the NCO has made as he existed during the pre-Revolutionary War period, Revolutionary War, War of 1812, Civil War, World War I, World War II, Korean War, Vietnam War, Operations Just Cause, Desert Storm, and Enduring Freedom.
L234, Perform Personnel Actions	Students will learn how to perform the duties as a rater of a subordinate soldier using the NCO Counseling Checklist/Record (DA Form 2166-8-1) and the Noncommissioned Officer Evaluation Report (NCO-ER) DA Form 2166-8).
T221, Risk Management	This lesson teaches the students how to implement the risk management process to minimize the frequency and severity of accidents in the activities they will lead. They will learn the basic principles required to implement risk management, the five steps of risk management, the human behaviors that affect mission readiness, and the hazards associated with fratricide.
T222, After Action Review (AAR)	Students will learn how to conduct an AAR and the importance of the AAR process, by allowing all participants in an exercise to provide input into how well an exercise went, what the purpose of the training was, what when right, what went wrong, and how to improve.
T223, Battle Focused Training	This lesson will provide a basic introduction to battle focused training. Students will learn the Army's nine principles of training, training doctrine, Mission Essential Task List (METL) development process, training planning process, and requirements for training execution. Also, the student will learn the NCO's training responsibilities, preparation necessary to conduct individual training, and training execution considerations. Students will prepare and conduct individual training.
T224, Physical Fitness, Train the Trainer	Students will learn the techniques and procedures needed to conduct the Army's physical fitness program. This lesson's primary focus is to enhance the students' knowledge of physical fitness and how to conduct a variety of fitness training exercises. This lesson offers the students the opportunity to actually perform the different exercises.
T225, Operate the Multiple Integrated Laser Engagement System (MILES)	This lesson teaches the student how to operate the MILES system by conducting preoperational checks of the system and how to adjust sights to engage targets with the system. The lesson teaches the importance of using the MILES systems; it shows how much more realistic training is when using the system.

TSP NO./ TITLE	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS, cont
T226, Supervise the Implementation of Preventive Medicine Policies	This lesson provides the students some of the most important aspects of training their subordinates in the medical threat and principles of preventive medicine measures. It teaches them that as an NCO it is their responsibility to ensure their soldiers remain healthy during field operations. Students will learn preventive medicine measures for heat injuries, cold injuries, insects, poisonous plants and fruits, food and waterborne diseases and illnesses, noise hazards, and toxic chemicals (Non-NBC). Students will also learn to monitor their subordinates' personal hygiene and physical and mental fitness.
T227, Environmental Awareness	Students will learn important aspects of the Army's concern for the environment. They will learn the four sources of environmental law and the four pillars of the Army's environmental program.
T228, Conduct Drill and Ceremonies	Students will learn how to form and march a squad of soldiers using common drill terms.
T229, Wear and Appearance of the Army Uniform	This lesson provides students the knowledge to ensure that their subordinates maintain their personal grooming, proper fit, and the correct wearing of the Army uniform in accordance with regulatory guidance.
T230, Supervise Preventive Maintenance Checks and Services (PMCS)	This lesson presents information the students need to know to maintain the essential war fighting edge through proper PMCS. They will learn to select the correct reference and use correct PMCS tables to make the required entries on the DA Form 2404 or 5988-E. They will also learn the purposes of DA Forms 2408-14, 5988-R and DD Form 314. They will inspect an item of equipment IAW the appropriate -10 TM.
T231, Supply Procedures	The intent of this lesson is to make students aware of their supply responsibilities; it will help them do their part in the care and accountability of equipment and supplies entrusted to them and their subordinates. They will be able to identify the requirement needed to comply with Army property accounting, the difference between accountability and responsibility, the purpose of inventories and hand receipts, and the requirements for the command supply discipline program.
T240, Suicide Prevention	The intent of this lesson is to show the student how suicide is detrimental to the readiness of the Army and that it is a personal tragedy for all those affected. The Army's strength rests with our soldiers, civilians, retirees, and their families, each being a vital member of our Army.

TSP NO./ TITLE	TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS, cont
W221, Map Reading	This lesson provides the student with reinforcement training of some of the skill level one map reading skills and land navigation skills. The lesson will also teach the more complex skill level one skills. This lesson is a foundation for the land navigation lesson later in the course. Students will learn how to determine elevation, orient a map using a lensatic compass, determine direction, covert azimuths, determine polar coordinates, and learn intersection and resection techniques.
W222, Combat Orders	This lesson will teach students their troop-leading procedures and three types of combat orders--warning order, operation order, and fragmentary order. They will also learn the importance of and what they must concern themselves with while conducting precombat checks. Students will learn to implement a squad level combat order by conducting troop-leading procedures, conducting precombat checks, and interpreting the commander's intent of a combat order.
W223, Conduct Movement	Students will learn some basic techniques and procedures used to employ a squad-sized element in combat. They will learn the basics of moving a squad/team--using hand and arm signals--using the appropriate movement techniques in the proper movement formation based on the tactical situation. Students will also learn how to select a movement route using a map, conduct actions at danger areas, and enforce detection prevention measures.
W224, Occupy an Assembly Area	Students will learn the procedures required to occupy an assembly area. They will learn how to prepare to occupy the area, move to the area, establish security, and defend an assigned sector.
W225, Combat Operations	Students will learn the basics of leading a team/squad in basic combat operations by reacting to contact, breaking contact, reacting to an ambush, and conducting a hasty attack.
W226, Land Navigation	Students will utilize the skills they learn from this lesson, coupled with the skills they learned in the map reading and conduct movement lessons, to navigate from one point on the ground to another point while dismounted, using a lensatic compass during day and night. Students will take a performance examination where they must find a minimum of three of four points to graduate from PLDC.
W227, Situational Training Exercise	Soldiers will participate in an end-of-course situational training exercise. SGLs will assign students to leadership positions where they will lead a section/squad. SGLs will evaluate the students in their leadership abilities and on how they use their troop-leading procedures and other leader skills they learned in the course.
S201, Study Hall	Study hall provides students time to adequately study and prepare for the next day's lessons. Allows an SGL to recognize and assist students in correcting poor study habits.

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<b>TSP NO./ TITLE</b>	<b>TRAINING SUPPORT PACKAGE (TSP) SYNOPSIS, cont</b>
S202, Training Support Activities	The commandant uses these hours for retraining/retesting, equipment issue/turn-in, travel time as required to/from training areas, physical fitness retesting and sustainment, and other non-program of instruction (POI) hours that require instructor contact hours (ICH) at his discretion.
S203, Student Counseling	SGLs use these hours used for reception and integration counseling, mid course counseling, end of course counseling, and additional counseling as required.

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